



# Mobile Food Establishments

## City of Austin Application Packet

*This review process supports Imagine Austin, our plan for a vibrant, livable, connected Austin.  
Para información en español llame al (512) 978-4000.*

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### PURPOSE:

The intent of this ordinance is to regulate mobile food establishments most often trailers located in parking lots or vehicles that drive from one location to another.

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### ORDINANCE REFERENCES:

Specific ordinance requirements can be found in Section [25-2-812](#) of the City Code.

### HOW THE MOBILE FOOD ESTABLISHMENT APPLICATION PROCESS WORKS:

1. The establishment of the additional regulations governing the hours of operation and location of mobile food establishments will apply to the boundary of the applying neighborhood association or neighborhood plan contact teams. (See the cover letter contained in this packet). The open period to submit applications will be during the month of February in the calendar year in which you are applying. For areas with an adopted neighborhood plan, the application must be submitted by the neighborhood plan contact team chair or by an officer of the neighborhood association if there is no official contact team. For areas without an adopted neighborhood plan, the application must be submitted by an officer of the neighborhood association.
2. Please go to this [link](#) to verify if your neighborhood is within the boundaries of an adopted neighborhood planning area.

### DEADLINE:

Applications must be received by the last day of February in the calendar year in which you are applying. Applications may be hand delivered to the Planning and Development Review Office at 505 Barton Springs Road, 5<sup>th</sup> Floor or returned via the U.S. Postal Service to Planning and Development Review Department, Attn: Maureen Meredith, P.O. Box 1088, Austin, TX 78767. Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. If mailed, applications must be postmarked by the last day of February in the calendar year in which you are applying.

### SUBMITTAL REQUIREMENTS:

Refer to application and submittal checklist. **An incomplete application will not be considered for inclusion in this round of applications.** If an incomplete application is submitted before the end of February, staff will attempt to contact the neighborhood representative listed on the application. However, materials not included in the initial application submittal will not be accepted after the last day of February in the calendar year in which you are applying.

### QUESTIONS:

Any questions regarding the Mobile Food Establishments Application should be directed to Planning and Development Review Department staff [Maureen Meredith](#) at (512) 974-2695 or by email at [maureen.meredith@austintexas.gov](mailto:maureen.meredith@austintexas.gov).

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## Mobile Food Establishments

# APPLICANT SUBMITTAL CHECKLIST

- ☐ 1. A completed copy of the Mobile Food Establishment Amendment application.
- ☐ 2. An official certification of the action taken by the association or contact team on the mobile food issue that includes the notarized signature of the authorized officer of the association or chair of the contact team. (Fill out the area on the following page with a notary public to complete this requirement.)
- ☐ 3. A hard copy of the meeting minutes that describes the vote on the mobile food establishment issue.
- ☐ 4. A hard copy of the neighborhood association or neighborhood plan contact team bylaws.
- ☐ 5. A hard copy of the notice of the meeting at which the vote was taken.
- ☐ 6. A brief statement of the process by which the notice was issued.
- ☐ 7. A thumbnail map of your neighborhood association or adopted neighborhood planning area boundaries. (We suggest using the [Official Neighborhood Planning Map](#) to print out a map of your area and then highlight your neighborhood association OR planning area boundaries.)

**Please Mail the Above Materials To:**  
**(Deadline: Last day of February in the calendar year in which you are applying)**

City of Austin  
Planning and Development Review Department (PDRD)  
Attention: Maureen Meredith  
P.O. Box 1088  
Austin, TX 78767

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## Mobile Food Establishments AMENDMENT APPLICATION

February \_\_\_\_\_  
(enter year)

The purpose of this application is for the below named Neighborhood Association or Neighborhood Plan Contact Team to recommend to the Austin City Council that additional regulations be put in place *to govern the hours of operation and location of mobile food establishments*.

### 1. Name of Neighborhood Association or Contact Team

\_\_\_\_\_

Please Note: A Neighborhood Association or Neighborhood Plan Contact Team must be registered with the City of Austin Public Information Office: <http://www.austintexas.gov/cr>

**2. Location:** Describe the general boundary covered by the neighborhood association or neighborhood planning area boundary. Also, please attach a thumbnail map of your planning area or neighborhood association boundaries.

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\_\_\_\_\_

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### 3. Name of Neighborhood Association Officer/Office or Contact Team Chair:

\_\_\_\_\_

### 4. Mailing Address of Officer/Chair:

\_\_\_\_\_

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### 5. Mailing Address of Association (if different):

\_\_\_\_\_

### 6. Phone # of Officer or Chair (please include area code):

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**QUESTIONS: The following questions refer to the official vote taken by the Neighborhood Association or Neighborhood Plan Contact Team as it relates to the Mobile Food Establishments Ordinance.**

**1. Was the vote taken in accordance with Association's or Contact Team's bylaws?**

☐ Yes    ☐ No

If *No*, please explain why and how the vote was taken:

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**2. Provide the results of the vote:**

For: \_\_\_\_\_ Against: \_\_\_\_\_

Total # of eligible votes: \_\_\_\_\_

**3. Outreach and Notification of Meeting:** A contact team or neighborhood association is required to notify all persons in their neighborhood of the meeting to vote on action being taken on the Mobile Food Establishment Ordinance.

☐ Please provide a **HARD COPY** of the meeting notice

Below or on a separate page, please explain how and to whom the notice of the meeting, at which the vote was taken, was provided:

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**4. Are you aware of other Neighborhood Associations that have overlapping boundaries with the Neighborhood Association referred to on this application?**

☐ Yes    ☐ No

If yes, identify the overlapping Association

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Have attempts been made to contact these Associations? ☐ Yes    ☐ No

If yes, do other associations favor inclusion on the map? ☐ Yes    ☐ No

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## OFFICIAL CERTIFICATION OF APPLICATION

To be completed by a notary public:

I, \_\_\_\_\_, as an officer or representative of a registered City of Austin neighborhood association or neighborhood plan contact team, called \_\_\_\_\_ hereby certify that all the information provided in this application packet is correct and that I am an authorized officer of our neighborhood association or planning area contact team. Additionally, the vote taken on the **Mobile Food Establishments Ordinance** was conducted according to our contact team or neighborhood association bylaws.

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a notary public, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public